

TASK 13: PREPARE WRITTEN EVALUATION

Description

Following the exercise, evaluators prepare written evaluations of organizational performance and narratives of their observations for each demonstrated exercise objective. These materials are submitted to the RAC Chair.

Milestone

Written evaluations are prepared as soon after the conclusion of the exercise as possible, but no later than two (2) days after the exercise. At the discretion of the RAC Chair, this task may be performed before the evaluator debriefing (Task 12).

References

44 CFR Part 350.9.

Products

Completed EEM Evaluation Forms and Narrative Summaries.

Guidance

Based on data collected during the exercise and post-exercise evaluator/participant interview, EEM Evaluation Forms should be completed for each assigned objective. Evaluation Forms should be completed according to the guidelines contained in Task 10.

Narrative Summaries for each assigned objective should be developed using completed Evaluation Forms for the objectives and results of the evaluators debriefing (Task 12). The following guidelines should be followed by evaluators when preparing Narrative Summaries.

Narrative Summary. Narrative Summaries (NS-1) are provided in the EEM. Since this form is used for all objectives, it should be reproduced by FEMA Regional staff and attached to each Evaluation Form distributed to an evaluator.

In the Narrative Summary, an evaluator should address the demonstration of each objective with respect to the applicable demonstration criteria outlined in Section D of this Manual. The evaluator should address both the positive and/or negative aspects of the exercise demonstration by providing documentation from the applicable

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PORs to support the evaluation. For PORs involving time-sensitive activities, the evaluator should address these activities and the corresponding demonstration times in the Narrative Summary for both positive and/or negative demonstrations.

Based upon the submissions of evaluators, the RAC Chair should develop a time line which correlates protective action recommendations with established emergency classification levels (ECL) and times. The recommended approach is to array this information in the form of a matrix for ease of interpretation.

The evaluator should include a description of observed performance of objectives and organizations for which an ARCA was assigned in the previous biennial exercise. The evaluator should also identify and describe all exercise issues (see definition in Task 11).

For each exercise issue, the evaluator should recommend corrective actions. Examples of recommended corrective actions are: training of emergency staff, repairing or replacing faulty equipment or instruments, and emergency plan and procedure modifications.

In describing exercise issues and recommending corrective actions, evaluators should not classify the issues as Deficiencies, ARCAs or ARFIs. Also, evaluators should not specify time frames for the correction of exercise issues. The RAC Chair will classify issues, determine whether objectives were met, and specify time frames for the correction of exercise issues (where applicable) based on a review of the total documentation compiled for the exercise.